

Management System: Safeguards and Security

Subject Area: Personnel Security

Procedure: Requesting Classified Visits and SIGMA Access

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1.0 Applicability

This procedure applies to EMCBC Federal and contractor employees who participate in classified visits to DOE or other U.S. Government facilities in either a visitor or host role, and/or who require access to SIGMA caveated information or material.

2.0 Required Procedure

Depending on the nature of the information or material to be accessed, EMCBC personnel visiting DOE or other U.S. Government sites such as Department of Defense (DOD) or National Aeronautics and Space Administration (NASA) facilities may require specific approvals from cognizant DOE Program Office or other agency officials in order to gain access.

Step 1	<p>If specific written approvals are required, DOE F 5631.20, Request for Visit or Access Approval , is prepared and submitted to the approving office.</p> <p>NOTE: Access to SIGMA caveated information or material by EMCBC Federal and contractor personnel will require the processing of a DOE F 5631.20. For example, access to SIGMA 15 requires submission of a 5631.20 form to NA-121.2, which is the approving authority.</p>
Step 2	<p>The process of preparing a DOE F 5631.20, includes obtaining the signature of an EMCBC management official (Assistant Director or higher) to certify the need for access, and obtaining verification of the proposed visitor's current access authorization/security clearance. The access authorization/security clearance level is verified through the DOE's Central Personnel Clearance Index (CPCI).</p>
Step 3	<p>The EMCBC security specialist submits the form to the site to be visited, if the site itself has the authority to grant approval, or to the approval authority in cases where an organization other than the site to be visited must approve the visit or access. In cases where the approval rests within an organization other than the site to be visited, the EMCBC security specialist requests that the</p>

	approving office notify the site to be visited of the approval to visit.
Step 4	In the case of DOE F 5631.20's submitted to NA-121.2 for approval of long term SIGMA access (up to one year duration), the correspondence providing the approval decision is maintained by EMCBC security personnel.

3.0 References

- [DOE O 470.4B](#)
- [DOE F 5631.20, Request for Visit or Access Approval](#)
- [DOE O 452.8, Control of Nuclear Weapon Data](#)
- [DOE O 452.7, Protection of Use Control Vulnerabilities and Designs](#)

4.0 Records Generated

The records table identifies those records generated during the work process described in any controlled document/procedure that shall be maintained to document activities or preserve historically valuable information after the work process is completed.

In accordance with IP-414-04, Quality Assurance Procedure, a determination needs to be made if these records are to be classified as quality assurance records. If it is deemed that these are quality assurance records, further classification of "lifetime" or "non-permanent" shall be made.

Records generated through implementation of this procedure are identified as follows, and are maintained by the (originating office or individual) in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent or N/A)
ADM-18-17.1-B	Visitor Access Approval Files	Office of Technical Support & Asset Management	NA